

Region VI ESC does not allow Systems Design to transfer a file to them directly or to place it in a common area for them to retrieve. It is necessary for the Food Service office to perform certain steps in order to transmit the Free/Reduced/Paid statuses to the Region for updating the District's records.

All operations are performed from the FS-01-07 (EXPORT & IMPORT STUDENT INFO) menu. The menu appears similar to:

EXPORT & IMPORT STUDENT INFO

06 = EXTRACT F/R/P/D STATUS FILE
07 = COPY FILE DOWN TO DISKETTE
08 = TRANSMIT FILE TO MY PC

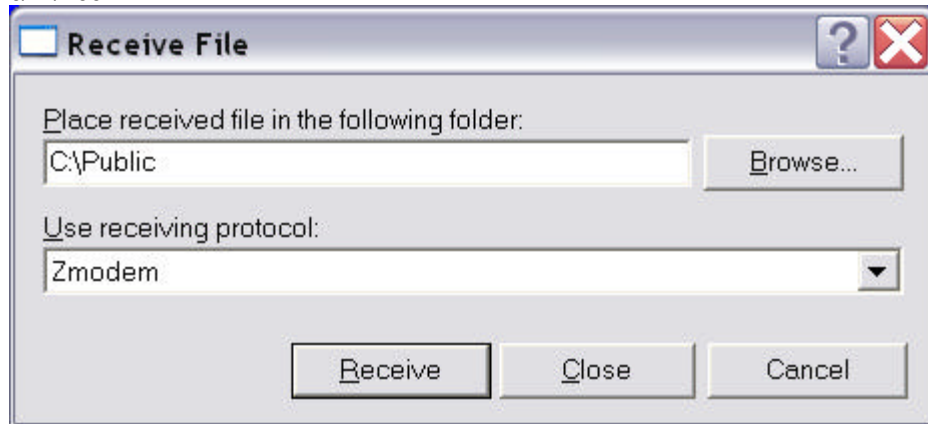
Select 06 (EXTRACT F/R/P/D STATUS FILE) to prepare the file with the current student information. The system will prompt: Enter Campus to Extract (Press Enter for All) [ALL] Press [ENTER] to select all campuses or enter the Campus Number to export an individual campus. The system then prompts: Select Status (A=active, I=inactive, B=both) [] Press A to export information only on Active students. Press I to export information only on Inactive students. Press [ENTER] or B to export information on both active and inactive students.

The system prepares the export file and takes less than one minute for most districts.

At this point you have an option as to how you want the file to be moved for transmission to your ESC. Option 07 (COPY FILE TO SERVER DISKETTE) will copy the file onto a diskette you have placed in the Food Service server. Option 08 (TRANSMIT FILE TO MY PC) will copy the file onto your PC using a Z-Modem transfer. This option can be used with HyperTerminal Private Edition.

If you use option 07 (COPY FILE TO SERVER DISKETTE) you will need to place a blank formatted diskette into the Food Service server prior to selecting this menu option. When you have placed the diskette in the server, select 07 and the file will be copied automatically. Watch the screen for any error messages. When the screen redisplay the menu, you may remove the diskette which will now contain a file named FRPDSTAT.CSV. You may give this file to your Region's ESC or transfer the file by whatever other method you choose.

If you use option 08 (TRANSMIT FILE TO MY PC) you will need to perform the following setup procedure in HyperTerminal Private Edition so the file will be transferred to the appropriate directory on your machine. Open your HyperTerminal session to Systems Design Food Service and login. Set the directory where the file is to be kept on your PC by clicking on Transfer->Receive File and a screen similar to the following will appear:



Type the full path name in the box labeled “Place received file in the following folder” or navigate to the folder using the “Browse” button.

IT IS IMPORTANT that Zmodem be the selected protocol in the “Use receiving protocol” box. If it is not set to that value, click on the down arrow on the right and select “Zmodem”. **DO NOT SELECT** “Zmodem with crash recovery” or any existing file will not be replaced and will result in a corrupted export file.

After setting these two options, click on Close and your settings will be kept. You will not need to change these unless you want the file to be kept in a different location.

In the Systems Design application, go to FS-01-07-08 (TRANSMIT FILE TO MY PC) and the file will download to your PC. A status box will display while the transfer is occurring and will automatically close upon completion and the Export & Import Student Info menu redisplay.

When the screen redisplay the menu, the directory you specified in the above configuration setup will contain a file named FRPDSTAT.CSV. You may email this file to your Region's ESC or transfer the file by whatever other method you choose.